

## MARION COUNTY SMALL CLAIMS REVENUE REPORT REFERENCES

These instructions reference the line items on the Report on Court Revenue Worksheet and the on-line application. Code cites have been given as well as a description of what revenue sources are included.

1. **FILING FEE & TOWNSHIP DOCKET FEE**: Pursuant to Indiana Code 33-34-8-1, forty-five percent (45%) of the infraction or ordinance violation costs fee under IC 33-37-4-2 plus five dollars (\$5) is deposited in the Local Fund.
2. **SERVICE OF PROCESS FEE (CERTIFIED MAIL)**: Pursuant to Indiana Code 33-34-8-1, \$13 is assessed for each service via certified mail to be made. The fees are deposited in Money to the Constable.
3. **SERVICE OF PROCESS FEE (PERSONAL SERVICE)**: As with certified mail service, \$13 is assessed for each personal service to be made and deposited in Money to the Constable.
4. **ADDITIONAL GARNISHEE DEFENDANT SERVICE FEE**: Pursuant to Indiana Code 33-37-4-6, an additional service fee of \$10 is charged for every garnishee defendant over three. The fees are deposited in the Money to the Constable.
5. **REDOCKETING FEE**: If a small claims case is redocketed, this \$5 fee is assessed and deposited in the Money to Local Funds.
6. **DOCUMENT STORAGE FEE**: \$2 fee collected by the Clerk in all civil, criminal, infraction, and ordinance violation actions. Pursuant to Indiana Code 35-37-5-20 and 33-34-8-1, these fees are deposited in Clerk's record perpetuation fund, under Money to Local Funds on form.
7. **AUTOMATED RECORD KEEPING FEE**: \$7 fee collected by the Clerk in all civil, criminal, infraction, and ordinance violation actions. Pursuant to Indiana Code 33-37-5-21 and 33-34-8-1, these fees are deposited in state user fee fund.
8. **LATE FEE**: \$25 fee if applicable under IC 33-37-5-22. For deposit to township trustee, under Money to Local Funds on form.
9. **PUBLIC DEFENSE ADMINISTRATION FEE**: Pursuant to Indiana Code 33-37-5-21.2, in each small claims action in a court described in IC 33-34, the Clerk shall collect a public defense administration fee of \$3 in each action in which a person is: convicted of an offense; required to pay a pretrial diversion fee; found to have violated an infraction; or found to have violated an ordinance. Fee is to be deposited in the state general fund per IC 33-34-8-3.
10. **JUDICIAL INSURANCE ADJUSTMENT**: \$1 fee collected in all actions where a person is

convicted of an offense, required to pay a pretrial diversion fee, or found to have violated an infraction or ordinance violation. Pursuant to Indiana Code 33-37-5-25 and Indiana Code 33-34-8-1, these fees are deposited in state judicial branch insurance adjustment account, under Money to State Funds on form.

11. **JUDICIAL SALARIES FEE:** Pursuant to Indiana Code 33-37-5-26 and 33-34-8-1, in each small claims action filed in a court described in IC 33-37-1-1 or IC 33-34 the Clerk shall collect a judicial salaries fee of \$10 (after June 30, 2005 and before July 1, 2006) increasing to \$11 (after June 30, 2006 and before July 1, 2007). See annual increment structure in IC 33-37-5-26(d). For deposit in the state general fund (75%) and local funds (25%).
12. **COURT ADMINISTRATION FEE:** Pursuant to Indiana Code 5-37-5-27, in each small claims action in a court described in IC 33-34, the Clerk shall collect a court administration fee in each action in which a person is: convicted of an offense; required to pay a pretrial diversion fee; found to have committed an infraction; or found to have violated an ordinance; and deposited in the state general fund.
13. **OTHER FEES:** Fees collected but not described above. Please describe. These fees do NOT include collection of judgments due to litigants.
14. **SUBTOTAL for each category**
15. **TOTAL REVENUE GENERATED FOR EACH CATEGORY**

**Please contact the Division of State Court Administration for questions about this Worksheet and what information must be entered on-line.  
Password information and help for technical difficulties should be directed to the JTAC Helpdesk at 1-888-275-5822.**

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